



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN RESOURCE SPECIALIST INSTITUTIONAL

Job Number: 20001724

Job Code: 93080V240516

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 06/16/1982

Job Revised: 05/16/2024

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises employees and provides liaison services between institutional management and the agency personnel office for a mental health, correctional facility, or juvenile facility in support of multiple areas of human resources; recruitment, classification, compensation, payroll, employee benefits, performance appraisal, Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), or corrective or disciplinary actions ; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of professional experience in human resource administration.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Administrative, business, research, and/or clerical experience will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required college on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides direct supervision and reviews the work of employees in the preparation and submission of personnel and position actions requests for the facility to the agency and central office. Supervises payroll preparation. Maintains personnel records for the institution. Provides technical assistance to all levels of institutional management in areas such as: classification, compensation, recruiting, benefits, corrective and disciplinary actions, layoffs, and grievance procedures in accordance with the personnel laws and rules. Consults with agency central personnel and payroll offices to obtain and relay information on personnel and payroll matters. Advises and communicates with applicants concerning employment procedures. Arranges interviews for applicants. Reviews and evaluates requests for personnel and position actions and makes recommendations concerning such actions. Facilitates transfers, promotions, and other personnel actions. Interprets, enforces, and assists in developing personnel policies and procedures for the organization. Coordinates training activities. Performs employee counseling. Conducts exit interviews. Facilitates new employee orientation sessions. Supervises the preparation and submission of workers' compensation reports. Prepares reports such as budget projections of personnel expenditures, turnover, recruitment, and EEO activities. Develops staffing patterns. Conducts disciplinary hearings. Facilitates the grievance procedure. Advises employees, supervisors, and administrators on the status of specific grievances.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.